

ACTIVITY AND ACCOMPLISHMENT REPORT FOR FISCAL YEAR 1970

OFFICE OF PERSONNEL

In addition to maintaining liaison with the Records Administration Branch of the Support Services Staff, DDS and other Agency components in the operation of the Records Management Program for the Office of Personnel, below is a workload report for the ending fiscal year.

Records Management

Although purging will continue in certain areas the final report has been submitted, noting the following results since the start of the purge two years ago:

	(in feet)
Material not to be purged	231
Material returned to offices for purging	1,702
Material yet to be purged	172.5
Material destroyed from purging	795.5
Purged material returned to Records Center	811
New material forwarded since start of purge	450
Footage at Records Center at start of purge	2,474
Footage at Records Center as of 30 June	1,625

During the fiscal year Office of Record was established for all staffs and divisions within the Office of Personnel.

All Records Control Schedules are presently current. During the fiscal year schedules for Staff Personnel Division and Recruitment Division were rewritten in order to reflect the transfer of the Clerical Staffing Branch. The schedule for Credit Union was also updated.

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A recent detailed survey conducted at the request of the CIA Records Administration Officer reflected the following information with regard to record holdings in the immediate work areas of OP offices:

	(in feet)
Files on hand	3,245.2
Card-size files	83.2
Odd-size material	51.6
Reference material	316.0
Microfilm Reels	1.1
Total volume on hand	3,697.1
Increase during fiscal year	160.4

Vital Materials

Deposits since January have totalled - 98

All Vital Materials Schedules are presently current. Schedules for Contract Personnel Division and ID/Personnel/Special Programs were revised during the fiscal year.

Forms Program

During the fiscal year -

24 forms were revised

11 forms were initiated

10 forms were made obsolete

In addition, the pending revision of certain Standard Forms will require revision to certain of our forms dealing with the Agency retirement system.

Activities relating to the responsibility of replenishing all forms used by components of the Office of Personnel, including non-Agency forms, remained unchanged.

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Printing Services Requests Processed - 369

Nature of requests remained unchanged from previous years. As in the past approximately one-third of requisitions processed were for non-stocked forms, the remaining for special printings.

Requests for Publications Processed through CRS/Acquisitions - 91

In accordance with memorandum from Executive Director/Comptroller dated 26 November 1969, authorization for expenditures was transferred to Office of the Director of Personnel. However, record of expenditures continued to be retained by this office. Approximately one-third of the requisitions processed were for Retirement Affairs Division.

As in past years conducted annual survey for renewals as well as special survey in November as directed by the Executive Director/Comptroller. Did necessary research for certain other material when requested by various OP offices.

Distribution Function

Continued to disseminate all material received within the Office of Personnel for distribution, including publications received from outside sources. Other material received felt to be of interest to other Agency components forwarded for information.

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24 JUL 1970

MEMORANDUM FOR: Director of Personnel

THROUGH : DD/Pers/R&P

SUBJECT : Annual Report of FY 1970 Accomplishments and
FY 1971 Plans and Objectives

FY 1970 Accomplishments

1. On 25 September 1969 the Division was officially titled the Staff Personnel Division. At the same time, the former Employee Assignment Branch was renamed the Professional Placement Branch, the former Applicant Selection Branch was renamed the Professional Selection Branch, and the Clerical Staffing Branch was transferred to this Division from the Recruitment Division as had been planned. With this reorganization, accomplishments followed generally the basic objectives which had been programmed for FY 1970.

a. We assumed responsibility for the preparation of Agency advance staffing plans and became deeply involved in monitoring and controlling personnel input against losses and in relation to reduced on duty ceiling targets for 30 June 1970. Our method of forecasting input requirements proved quite accurate. For example, on 29 January 1970 we forecast a need for 797 civilian EOD's during the second half of FY 1970 to offset anticipated losses and bring the Agency to the 30 June ceiling target. Although enough qualified applicants were in process to meet that goal, the early application of tight controls limited civilian EOD's to 739 and Agency on duty strength was officially recorded as 45 under ceiling on 30 June 1970. Our forecast of civilian personnel reductions by MANS Code Categories was also on target. (See Tab A.) Our close monitoring of accessions and losses day by day during the last quarter of FY 1970 gave assurance that net losses would accomplish the planned Agency reduction to the 30 June ceiling target. The announcement of a substantial cost-of-living increase in retirement annuities stimulated a further acceleration in the rate of professional retirements during June 1970. This offset some decline in clerical loss rates which seems to have been caused by the tight labor market. Total civilian separations were 1,959 in FY 1970 compared with 1,949 in FY 1969. The increased retirement rate has continued and will contribute to the personnel reductions scheduled for FY 1971.

b. The total number of civilian staff employees on duty at the end of this fiscal year was 256 fewer than the number of such employees who were on duty as of 30 June 1969 [REDACTED]. Nonetheless, civilian staff personnel input was only 116 less than last year [REDACTED]. Invitee travel expenditures for FY 1970 were \$262,781 compared with \$235,146 spent for that purpose in FY 1969. The increase was due in part to payments by the Office of Personnel during FY 1970 for invitee travel for Coop and Summer Intern applicants which had formerly been paid by the operating components concerned. Tab B compares major personnel input activities by MANS Code Categories with the volume of similar activities during FY 1968 and FY 1969.

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c. This year we were successful in our efforts to encourage the initiation of security processing on qualified applicants early in the fiscal year. Tab C illustrates the flow of such actions and Tab D compares the number of applicants in process as of 30 June 1970 with the number who were in process at the same time in FY 1968 and FY 1969.

d. Our control of clerical input through TAS was quite successful in terms of our aim to level the seasonal fluctuation of clerical input and to maintain the clerical work force near authorized strength throughout the year. Tab E illustrates our performance during this fiscal year in relation to our primary objectives:

(1) The initiation of about 180 security initiations on clerical applications each month; and,

(2) The transfer of about 100 clericals from TAS to operating components each month.

e. All of the above controls were exercised with the full participation and cooperation of management at the Directorate and Office levels. The responsible officers expressed their agreement with our forecasts and their confidence in our control procedures. This represents substantial progress and provides a base for implementing the continuing central input controls which are necessary to maintain adequate staff personnel resources within restricted personnel authorizations.

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2. The following highlights warrant particular attention.

a. Correspondence

(1) The Correspondence Branch prepared, signed and dispatched about the same number of letters as it did last year (31,301 vs. 31,720). However, the Branch established a significantly greater number of applicant files this year [REDACTED] The increase in applicant files seems to be the direct result of the tighter labor market during this fiscal year. More candidates followed through on their interest in employment by submitting complete application forms and more prolonged their stay in process pending receipt of final notice of acceptance or rejection.

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b. Professional Selection Branch

(1) A total of 3,353 complete applicant files were made available through the Skills Bank during FY 1970. These applications represented a more than adequate supply of candidates for almost every requirement for staff input. The marked increase in the availability of mathematicians, scientists, engineers and computer personnel was most significant. (Tabs F, G and H catalogue the qualifications of these applicants by academic degrees, by technical skills and by language proficiency.)

(2) An average of 1,356 civilian applicants were in process each month during this year compared with 1,277 in FY 1969.

(3) Perhaps the most significant action by this Branch was the initiation on its own responsibility of security processing on 182 selected applicants for scientific and technical positions. These were applicants whose qualifications were judged to be of potential interest to several Agency components. The program was designed to eliminate preliminary "shopping" and thus reduce the total processing time for those who would ultimately enter on duty. It also made it possible for these applicants to be considered for initial hire against appropriate requirements throughout the Agency. The Branch brought 86 of these candidates to Headquarters on invitee travel, met them and arranged their interviews with appropriate operating officials. Fifteen of these candidates have already entered on duty and 25 are still in process (19 of these against specific requirements of operating components). About half of the 142 who cancelled were by the Agency's decision and half by the individuals concerned.

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(4) We obtained authorization to pay for car rentals for applicants on invitee travel who are being considered for senior positions (GS-15 and above).

(5) In order to protect the privacy of applicants, we arranged to hold their medical and/or confidential envelopes unopened in the Branch while their applications were being reviewed by operating officials.

(6) The Branch initiated action to simplify invitee travel procedures through using blanket travel orders by MANS Code Category in lieu of the hundreds of individual travel orders which were required under the old procedure.

c. CTP Personnel Branch Activity

(1) Activity of this Branch was further reduced during FY 1970 as the result of a cut of the CT Program to two classes of 25 a year as of 18 February 1970. Selection criteria continued to represent very high standards which at times may prove to be somewhat unrealistic. CTP is re-evaluating selection criteria and procedures in the light of changing Agency requirements and the availability of candidates in the labor market. Tab I illustrates the reduced workload in the Branch as compared with FY 1968 and FY 1969. The staff of the Branch was reduced to one personnel officer and one personnel assistant.

(2) As recommended in FY 1969, the military accommodation program was the subject of further review and was finally dropped. The last few detailees who remain in the program will civilianize in CY 1971.

(3) Increases in federal salaries and changes in the job market have brought CTP entry salaries more in line with those of our federal and industrial competition. However, we are still not competitive in some circumstances for qualified candidates who hold MBA degrees or those who offer CTP potential and are candidates for PhD degrees.

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d. Professional Placement Branch

(1) Recruitment Guides were developed in collaboration with operating Offices to replace the former system of recruitment requisitions as guidance for action by field recruiters. These Recruitment Guides are centered on the qualifications of applicants needed to meet Agency requirements rather than on the characteristics of specific positions to be filled. An applicant with a given set of qualifications is often appropriate for consideration against several different positions and by different components. The notebook of Recruitment Guides is smaller and less complex than the book of recruitment requisitions which recruiters carried in the past. In addition, C/SPD provided C/RD regular weekly and quarterly reports on the status of hiring activities and including pertinent information on the supply of the kinds of applicants needed. These were supported by additional interim reports as necessary to meet special requirements. Usually, C/RD forwarded copies of all of these reports to the field recruiters. C/SPD and C/RD also maintained continuous and effective informal liaison throughout the year.

(2) In February 1970 the Executive Director-Comptroller issued a Headquarters Notice stressing the need for the Agency to fill its needs by internal transfers when possible in lieu of external recruitment. Although we cannot assess the specific impact of this Notice on PPB activities, it is significant that the Branch conducted some 325 reassignment and follow-up interviews during the fiscal year. Most of these interviews were with individuals who requested reassignment actions which were very difficult, if not impossible, to accomplish with most Agency components over strength. We received very few formal referrals from Agency components under the provisions of the Notice. Further, most of those who were referred had work records which precluded their favorable consideration in other components. Tight personnel ceilings restrict desirable personnel transfers between components. It will take more than a few months to overcome ingrained parochialism and develop the necessary managerial climate and procedures for an effective centralized reassignment operation.

(3) The Branch handled four equal employment opportunity cases (one each from NPIC [REDACTED] OER and OBGI). The first three were

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resolved to the apparent satisfaction of the individuals concerned and did not progress to the stage of formal complaint. We understand that the fourth individual has now filed an official complaint under the provisions of [REDACTED]

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(4) Forty-two employees were interviewed who responded to the second solicitation of candidates for the Senior Secretarial Roster [REDACTED] In addition, we were successful in staffing five of six requests to fill senior secretarial positions. The sixth position was filled finally from within the component concerned.

(5) Tab J presents additional workload statistics compared with those for FY 1969.

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Objectives for FY 1971

The Staff Personnel Division will endeavor to improve its operations in all of its areas of responsibility. The following objectives will require special attention and effort:

1. The transfer of responsibility for pre-exit interviews from the Benefits and Services Division could not be arranged during FY 1970. Real effort will be made to accomplish this change during FY 1971. This responsibility is an integral part of the staff personnel management function and should be conducted by the Staff Personnel Division through both the Professional Placement Branch and the Clerical Staffing Branch as appropriate.

2. The Division will make every effort to improve the effectiveness of its role as the central point of referral for reassignments across Directorate and Career Service lines and between Offices when appropriate. This will be approached in two ways:

(a) The improvement of methods for acting on behalf of DD/Pers/R&P in assuring that possibilities of meeting staff personnel requirements through internal transfers are exhausted before external recruitment is undertaken; and,

(b) Extending further the availability and effectiveness of PPB officers in considering reassignment proposals by operating officials or by the individuals personally concerned.



Chief, Staff Personnel Division

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